

Message Text

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TO AMEMBASSY MOSCOW

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TAGS: AINF

SUBJECT: RECORDS MANAGEMENT: RETIREMENT OF POST

SUBJECT FILES

REF: MOSCOW'S OM DATED FEBRUARY 13 & ATTACHED FORM DS-693

BONN FOR RCO

THE DEPARTMENT'S RECORDS SERVICE CENTER (RSC) HAS BROUGHT TO THE ATTENTION OF FADRC/RM THAT RECORDS RETIRED UNDER COVER OF REFERENCE OM DO NOT QUALIFY AS SUBJECT FILES AS DEFINED IN THE RECORDS MANAGEMENT HANDBOOK (RMH) 653 AND 5 FAM 444 BUT, WHICH IN FACT, ARE CHRONOLOGICAL FILES.

DECENTRALIZED AND CENTRALIZED SUBJECT FILES MUST BE ESTABLISHED, MAINTAINED AND DISPOSED/RETIRED IN ACCORDANCE WITH INSTRUCTIONS AND GUIDELINES SET FORTH IN THE RECORDS CLASSIFICATION HANDBOOK (RCH), THE RMH AND APPENDIX B DISPOSITION SCHEDULES.

SPECIFIC OUTLINES IN THE RCH (POLITICAL AND DEFENSE, ECONOMIC, ADMINISTRATION, SCIENCE, SOCIAL, ETC.) HAVE UNCLASSIFIED

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BEEN DEvised TO SIMPLIFY THE PROCESS OF RECORDS KEEPING.

COMBINED, THESE PUBLICATIONS ALLOW FOR THE PROPER IDENTIFICATION OF RECORDS WHICH QUALIFY AS AUTHORIZED SUBJECT

FILES, CHRONOLOGICAL FILES, INFORMATION AND WORKING FILES AND HOW THEY RELATE TO THE RETIREMENT PROGRAM. IN EFFECT, CHRONOLOGICAL FILES (THE TYPE WHICH ARE UNDER DISCUSSION HERE) SHOULD BE DESTROYED AT THE TIME THE RELATED BLOCK OF SUBJECT FILES ARE RETIRED TO THE RSC OR WHEN THEY BECOME ELIGIBLE FOR DESTRUCTION ACCORDING TO THE RMH APPENDIX B FOREIGN SERVICE POST RECORDS DISPOSITION SCHEDULES. IN THIS REGARD YOUR ATTENTION IS DIRECTED TO CHAPTER 10 SECTION 1 POLITICAL AND ECONOMIC RECORDS PAGE 1001, CHAPTER 4, SECTION 1 POST CENTRAL FILES PAGE 401, AND CHAPTER 2 GENERAL RECORDS PAGE 201 FOR A MORE GENERAL DESCRIPTION.

THE DEPARTMENT RECOMMENDS THAT OFFICERS AND SECRETARIES RESPONSIBLE FOR THE MAINTENANCE OF OFFICIAL POST DECENTRALIZED SUBJECT FILES FAMILIARIZE THEMSELVES WITH THE AFOREMENTIONED PUBLICATIONS IN ORDER THAT THEY MAY BETTER APPLY THE BASIC FUNDAMENTALS OF RECORDS MANAGEMENT THEREIN DESCRIBED.

IN AN EFFORT TO IMPROVE UPON THE SYSTEM PRESENTLY IN USE AND FULLY COMPLY WITH ACCEPTED STANDARD REGULATIONS, ALL EMBASSY SECTIONS SHOULD SOLICIT THE ASSISTANCE AND THE TECHNICAL COMPETENCE OF THE COMMUNICATIONS AND RECORDS OFFICER AND HIS STAFF. THE COOPERATION OF ALL CONCERNED IN CARRYING OUT THEIR GIVEN RESPONSIBILITIES WOULD BE APPRECIATED. IT IS HOPED THAT THIS TEMPORARY BREAKDOWN WILL BE RESOLVED AS SOON AS POSSIBLE BEFORE IT RESULTS INTO WHAT COULD BE CONSIDERED A SERIOUS PROBLEM FOR THE RECORDS MANAGEMENT PROGRAM. FURTHER, UNLESS THE SITUATION IS CORRECTED TO THE SATISFACTION OF FADRC/RM, THE AUTHORIZATION PREVIOUSLY EXTENDED TO YOUR POST TO DE-CENTRALIZE ITS CENTRAL SUBJECT FILES WILL BE RECONSIDERED AND RECORDS MAY HAVE TO REVERT TO A CENTRALIZED BASIS. ROBINSON

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